

## REQUEST FOR PERSONNEL ACTION - COMMISSIONED OFFICER

(Read instructions on reverse before completing this form.)



PHS-1662

1. NAME (Last, First, Middle Initial) Malashock, Daniel		2. PHONE NUMBERS (Include area code) Work ( 202 ) 254-8289 Home (b) (6)	
3a. SSAN (b) (6)	3b. PHS SERIAL NUMBER (b) (6)	3c. CATEGORY Environmental Health	3d. GRADE T O3 P O2
4a. OPDIV/PROGRAM CONTACT Khesha Reed		4b. OPDIV/PROGRAM CONTACT PHONE NUMBER ( 202 ) 566-0594 Ext.	
5. TYPE OF ACTION REQUESTED <input type="checkbox"/> OTHER			
<input type="checkbox"/> CAD - GENERAL DUTY <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> BILLET UPDATE <input type="checkbox"/> LIMITED TOUR _____ YEARS			
<input type="checkbox"/> CAD - JRCOSTEP <input type="checkbox"/> AMEND PO # _____ <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> LIMIT: <input type="radio"/> REMOVE <input type="radio"/> EXTEND			
<input type="checkbox"/> CAD - SRCOSTEP <input type="checkbox"/> DETAIL <input type="checkbox"/> TRAINING: <input type="radio"/> IN <input type="radio"/> OUT <input type="checkbox"/> RECALL FROM: <input type="radio"/> INACTIVE <input type="radio"/> RETIRED			
6a. ASSIGNMENT INFORMATION/DATES (Must provide Effective Date. Provide other data if applicable to type of order. Use mm/dd/yy for dates.)		6b. CONCURRENCE INFORMATION	
1. Effective Date 01/09/2017	4. Scholarship Obligation - Number of Years	1. Concurrence/Release given by: Harris Ulister	
2. Date Released From Old Duty Station	5. Training Obligation End Date	2. Phone number: ( 202 ) 254-6626 3. Date:	
3. Reporting Date	6. Short Tour/COSTEP End Date	6c. APPROVED LEAVE EN ROUTE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
		DATES (mm/dd/yy) From: To:	
		6d. TRAINING OR DETAIL CODES (Provide only if needed)	
7. DUTY STATIONS		a. FROM (Current Duty Station)	
ADMINISTRATIVE CODE:		b. TO (New Duty Station)	
BILLET NUMBER / TITLE:			
OPDIV / AGENCY / BUREAU:		Department of Homeland Security/Office of Health Affairs	
DIV / BRANCH / SECTION:		Health Threats & Resilience/ Planning & Exercise Support	
MAILSTOP / ROOM NUMBER:		RM 4024	
COMPLETE ADDRESS: (Building, Street, City, State, ZIP Code)		1120 Vermont Ave NW Washington, DC 20005	
8. TEMPORARY DUTY EN ROUTE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, skip to item 9)		9a. MODE OF TRAVEL: (Air, POV, Common Carrier) n/a - local	
DATES (mm/dd/yy) From: Through:		9b. SPECIFIC SCHEDULE / ITINERARY (If needed)	
LOCATION:			
REASON:			
10. SPECIAL TRAVEL ALLOWANCES OR INSTRUCTIONS n/a			
11. NEW ACCOUNTING INFORMATION			
a. CAN (PAY) #:	b. Acct. Pl. (PAY) #:	c. DA/Timekeeper #:	d. CAN (TVL) #:
e. Acct. Pl. (TVL) #:			
12. REMARKS (If applicable, include training preceptor name/phone number) (b) (6)			
13. DIVISION AND OPDIV/PROGRAM CLEARANCE AND APPROVAL -- Submission of this form to the Office of Commissioned Corps Operations (OCCO) by the requesting program certifies that all applicable hiring or assignment restrictions and security clearance requirements for this position have been met. (Check as appropriate)			
a. SECURITY INFORMATION <input checked="" type="checkbox"/> Non-Sensitive Position <input type="checkbox"/> Sensitive Position Date Individual Cleared (mm/dd/yy):	b. TDP <input type="checkbox"/> Yes <input type="checkbox"/> No	c. WORKS WITH CHILDREN <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	d. ROG (Research Officer Group) <input type="checkbox"/> Yes <input type="checkbox"/> Change <input checked="" type="checkbox"/> No
e. ROG TENURE STATUS <input type="checkbox"/> A (Assoc/Untenured) <input checked="" type="checkbox"/> N (NonROG) <input type="checkbox"/> F (Fellow) <input type="checkbox"/> R (Tenured) <input type="checkbox"/> K (TenuredTrack)			
14. APPROVAL (Print or type Name (First - M.I. - Last), Title and Date.)			
BUDGET OFFICIAL - NAME Glen Cuscino	TITLE AO Senior Budget Officer	SIGNATURE (b) (6)	DATE 12/15/16
1ST REQUESTING OFFICIAL - NAME Ruth Etzel	TITLE Director, OCHP	SIGNATURE (b) (6)	DATE 12/15/16
2ND REQUESTING OFFICIAL - NAME Rebecca Dzubow	TITLE Acting Director, RSSPD	SIGNATURE (b) (6)	DATE 12/15/16
AGENCY/OPDIV/PROGRAM LIAISON OFFICIAL - NAME Roxann Elmore	TITLE	SIGNATURE	DATE
15. OFFICE OF COMMISSIONED CORPS OPERATIONS (OCCO) CLEARANCE			
Comments, if any:		SIGNATURE OF OCCO OFFICIAL	DATE
FOR OCCO USE ONLY		Mileage:	Number of Days Travel:
		IOD	DCCR
		DCCA	DCCTCD
		DCCOS	MAB CB

## **HEALTH SCIENTIST GS-0601-11**

### **I. INTRODUCTION**

The incumbent serves as a Health Scientist within the Office of Children's Health Protection (OCHP) in the Office of the Administrator (OA) which is the lead organization in developing, coordinating, and implementing the Agency's children's health protection programs. OCHP promotes the integration of children's health considerations into all EPA activities through leadership in the development and coordination of new scientific, regulatory, outreach, and communication approaches for children's health issues.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent collaborates with other program offices to determine how children's health concerns may be addressed, and provides assistance to other program offices on rulemaking, communication, regulatory development, policy, and science policy, related to children's environmental health. (25%)

Contributes to Agency documents, reviews, and advice on environmental health science and policy issues. Contributes to evaluations of specific and generic issues to ensure policy consistency and scientific validity across issues and to ensure compliance with Agency-wide guidelines and policies. Provides advice on policy and technical issues concerning assigned areas of responsibility. Areas may include broad science policy, public policy, and issue areas such as healthy schools and healthy homes. Provides requested formal and informal advice and information to office management on issues and policies in areas of responsibility. Initiates and maintains internal coordination and works cooperatively with peers to develop advice and recommendations concerning office programs and policies. (25%)

Serves as a Health Scientist and is responsible for the thoroughness of research and analysis. Addresses public health problems specifically concerning children's environmental health and may develop and/or apply new techniques and problem solving methodologies. May serve as a Health Scientist on risk assessment and impact of science policies relating to children's health issues. Serves on work groups and committees within EPA and between EPA and other Agencies, governments and organizations. Interacts with agency staff and managers, community representatives and professional societies. Helps develop agendas and otherwise support workshops on research, science policy, and related matters. (20%)

Researches and prepares and assembles appropriate background information for management for formal presentation. Advises management on the impact of program policies being considered for implementation and recommends alternative policies and courses of action. (20%)

The incumbent may act as a technical Work Assignment Manager (WAM) for contracts. These

duties includes: definition and preparation of scope of work documents for multiple work assignments issued against federal government contracts, reviews and recommends approval or disapproval of work plans issued by the contractor and or any aspects of the proposed work assignment budget, and monitors and oversees the performance of work assignments and provides the necessary government direction to the contractor. (10%)

Conducts other duties as assigned.

### **III. FACTOR LEVEL DESCRIPTIONS**

#### **Factor 1: Factors, Skills and Knowledge Required - Level 1-7** **1250 Points**

- Knowledge of the Agency's role and responsibilities and activities related to children's health issues.
- Ability to foster good working relationships with all levels (i.e., managers, political appointees, to staff-level colleagues).
- Skill in communicating effectively, both verbally and in writing.
- Ability to plan, coordinate, and manage multiple, high-intensity projects simultaneously

#### **Factor 2: Supervisory Controls – Level 2-4** **450 Points**

The Supervisor sets the overall assignment objectives, program emphasis, and available resources. The Health Scientist and the supervisor, in consultation, decide on the work to be accomplished and deadlines. With minimal guidance from the supervisor or other senior OCHP staff, the incumbent has responsibility for planning, developing, coordinating and implementing projects, activities, or other work. The incumbent keeps OCHP management informed of progress, potentially controversial matters and problems with far-reaching implications. Completed work is evaluated for conformity to overall requirements and compatibility with other OCHP work efforts. The methods used in arriving at the end results are not usually reviewed in detail.

#### **Factor 3: Guidelines - Level 3-3** **275 Points**

Guidelines are broad and nonspecific, such as basic Agency administrative policies, regulations, directives, and procedures. Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. The incumbent is required to use sound judgment in applying and interpreting guidelines, with minimal guidance from senior OCHP staff.

#### **Factor 4: Complexity - Level 4-4** **225 Points**

Assignments may have complex, controversial, and unconventional features, and may involve several activities being pursued concurrently or sequentially with the support of others within the Agency. The work requires the incumbent to review unresolved issues; synthesize and simplify



complicated information; define, describe and compare alternatives; and present findings to managers to aid them in their decision-making processes. Assignments involve numerous complex interrelationships and are multi-programmatic. The incumbent's work frequently requires assisting senior OCHP staff in devising new and creative methods to meet the Agency's obligations in children's health issues without negatively impacting the Agency's core programs.

**Factor 5: Scope and Effect – Level 5-5**

**325 Points**

The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. The work contributes directly to the improvement of both Office and Agency productivity, effectiveness, and efficiency. The work affects the development of major aspects of the Agency's children's health programs and policies and is essential to fulfilling the Agency's children's health mission and responsibilities.

**Factor 6: Personal Contacts**

**3C**

**180 Points**

**Factor 7: Purpose of Contacts**

Contacts are with Office/Agency staff and managers, contractors, private industry, public groups, and high-ranking officials from Federal agencies. The points of view and positions of these contacts may or may not differ from those of the Office/Agency in fundamental ways. This requires the incumbent to exercise initiative and persistence in maintaining good working relationships.

The purpose of the contact is to collect and exchange information, provide advice and consultation on children's health issues, defend proposed approaches, resolve problem areas or controversies, and assist senior OCHP employees who represent the Office/Agency on internal and external committees.

**Factor 8: Physical Demand – Level 8-1**

**5 Points**

The work is primarily sedentary, involving periods of sitting at a desk working on computerized systems. The work also involves some moderate physical activity such as walking, standing, bending, lifting, or carrying light items.

**Factor 9: Work Environment – Level 9-1**

**5 Points**

Work is generally performed in an office setting, with some occasional trips for training, events, community meetings, regional visits or conferences.

**Total: 2,715 points**